

The State Bar of California
Information Technology Strategic Plan
Request for Proposal: Questions & Responses

August 14, 2008

- 1. Has funding for this project been approved?**

Yes.

- 2. Is there an expected timeframe in which this project should or must be completed?**

By 12/31/2008.

- 3. Does the Bar Association have an existing Strategic IT Plan?**

No.

- 4. What was the IT budget as a percentage of State Bar's regular income and revenue during the last fiscal year?**

8-10%.

- 5. State Bar's revenue?**

Approximately \$115M/year.

- 6. Number of IT Management?**

Seven.

- 7. Number of IT staff in total?**

42.

- 8. Fulltime employees and contractors at the Bar?**

600.

- 9. Which best describes the structure for your IT organization for the following activities? [i.e., single location, a few locations (2-3), or multiple locations (4+)]**

A. Programming - *single*

- B. New system design - *single*
- C. IT customer support - 2
- D. Systems maintenance/upgrades - 2
- E. Research and Development - *single*
- F. Hardware Acquisitions - *single*
- G. Software Acquisitions - *single*
- H. Training - 2
- I. Administration – *single*

10. Does IT have a documented Business Plan for IT for the past year?

No. Business plans do exist for three of the four main areas of business, while a 4th and final is being developed.

11. What are the core IT Services being provided?

Service/Help desk; Telecommunications and Networking; server support, applications development and support, including several third party packages.

12. How many internal stakeholders interviews do you expect?

Three people, in San Francisco.

13. How many servers and what is their OS and functions?

Exact numbers are N/A (this includes a mix of System i5/OS400 and Windows servers/Windows 2003).

14. How many PCs does IT support?

600.

15. How many end-users/nodes are connected at various State Bar locations and what type of data connections are in place?

300 in S.F. and 300 in L.A. via a WAN.

16. Should bidders include exceptions to terms in their proposals?

Yes.

17. Are any of the services within the scope currently being outsourced or significantly performed by contracted personnel? If so, which ones? How large an effort?

Yes. But, "How large?" -- That depends. There a couple outsourced Web applications being used.

- 18. What was the process for developing the existing IT Roadmap? What do you find it lacking versus your expectations for a Strategic Plan?**

Expected to be answered in the stakeholder interviews.

- 19. What is the budget available for this project?**

As previously stated in the posted Request for Proposal, projects whose anticipated cost exceeds \$50,000 require public bidding in this forum.

- 20. What are the projected capital and operating funding levels for the next three years?**

N/A.

- 21. What does the organization see as its primary drivers for change over the next 2-3 years? Increased cost effectiveness? Providing new or different services? Improving delivery of existing services?**

Again, expected to be elucidated from the stakeholder interviews.

- 22. Approximately how many people will be involved in the review and approval of deliverables for this project?**

Three.

- 23. Do you require a business license for the City of San Francisco, the State of California, or a different license?**

A license from the California Secretary of State is sufficient for proposal submissions.